

**HILLSIDE PUBLIC LIBRARY**  
**Freedom of Information Act (FOIA) Request Policy**

The purpose of the Illinois Freedom of Information Act (5 ILCS 140) is to ensure that residents have access to information based on the assumption that all public records are open to inspection and copying. Below are the guidelines to follow when requesting records from the Hillside Public Library under the Act.

Making a FOIA Request

Requests for public records shall be in writing and addressed to the Library's Freedom of Information Act Officer. Applicants shall provide the following information:

- The requester's full name, address, phone number, and email address.
- A description of the records sought, being as specific as possible.
- A statement as to whether the request is for inspection of public records, copies of public records, or both.
- A statement of purpose, indicating whether the requester intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services.
- A statement as to whether the requester is, or represents, news media or a nonprofit, scientific, or academic organization.
- A statement as to whether the records need to be certified.

Requests for public records shall be submitted to:

Amy Franco  
Freedom of Information Act Officer  
Hillside Public Library  
405 N. Hillside Ave  
Hillside, IL 60162  
[foia@hillsidelibrary.org](mailto:foia@hillsidelibrary.org)

Requests for public documents are fulfilled under the guidelines of the Illinois Freedom of Information Act. Requestors will be contacted within the time allotted by law with a response to their requests. At that time requesters will be notified of any fees associated with their request.

Please note that in compliance with Illinois Public Act 97-0609 disclosure of total compensation, salary and benefit information is available from the library's business office.

Approved by the Board of Trustees  
March 15, 2023